

Basic Instructions for Editing Microsoft Word Tables

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Getting Started

Best working views of document

- From tool bar, select “View”
 - Normal
 - Allows you to see natural page breaks and alignment of columns and rows
 - Page Layout
 - Shows print view of document
 - Shows inserted page breaks
 - Reduce “percentage view” to 70-75%
 - This allows you to visualize right and left margins

Working views of document Headers and Footers

- From tool bar, select “View”
 - Header and Footer
 - Allows you to see edit within the headers and footers of
 - OR double click on the actual header or footer to work within this text

Working views of document

Headers and Footers

- To format, select “Header and Footer” option from View command on tool bar
- Choose “Page Set Up” (the open book icon)
 - Select “Different first page” (Competency tools show the Clinical Skills References on the first page only)
- You may also set your margins from this option, set at .6

Inserting and Deleting Rows

- From the “Tool Bar” select:
 - “Table” then choose
 - Insert Rows
 - Delete Rows
- OR use your mouse, and right click
 - then select
 - Insert Rows
 - Delete Rows

Copying and Pasting

- Highlight area you want to copy from within the document
 - right click: copy
 - place cursor where you want to paste
 - right click: paste

Copying and Pasting

- **OR**, after you highlight copy area, use tool bar “Table” function
- go to “Table” and scroll to: “Select Rows”
- then go back to tool bar and select:
 - “Edit” scroll down and select “Copy”
 - then move and place cursor to desired paste area
 - Select “Edit” from tool bar then select “Paste”
 - These can also be done with the right click function from the mouse

Copying and Pasting

Another alternative:

- Highlight area to be copied
- **Control V** (select rows from another document)
- **Control C** (pastes rows into new document without altering formatting)

Splitting Cells

Place cursor into cell or highlight area to be split

- Select “Table”,
 - “Split Cells”
 - indicate number of columns and rows
- Select “Ok”
 - Hint: if splitting more than one cell at a time, choose the “merge cells before splitting” option

Merging Cells

Highlight cells or area to be merged

- Select “Table”,
 - “Merge Cells”
- Select “Ok”
 - Hint: same function available on right click mouse

Borders and Shading

Highlight cells or area to be shaded

- Select “Format”,
 - scroll right to “Shading”
- Select no darker than 20% Gray
 - Standard shades within tools are 12.5% and 20%
- Hint: same function available on right click mouse

Text Box

- You may find you have to insert a text box to show a page number on the first page
- Select “Insert” from tool bar, scroll to
 - Text Box
- To get rid of outline, place cursor on text box outline
 - right click mouse,
 - select format text box
- Colors and Lines
 - Choose “line” and select “color”,
 - Choose “no line”

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